

Title:	<b>Administrative Review of Classification and/or Initial Pricing Actions</b>	
Purpose:	To outline the procedures governing administrative reviews of classification and initial pricing actions.	
Issued by:	Classification and Pay	Date: February 15, 2005
References:	Civil Service Rules §4-7(d) and §4-21(d)	

## **I. PURPOSE OF AN ADMINISTRATIVE REVIEW**

An administrative review is an informal step in the internal complaint process and is conducted by the Director of Human Resources (Director).

### **A. Administrative Review of a Classification Action**

An administrative review of a classification action is a re-evaluation of a classification action that has been taken on a position. The administrative review is primarily conducted to ascertain the correctness of the classification action already taken and is intended to ensure that the position has been placed in a class which properly reflects the nature and scope of the duties and responsibilities assigned to the position as reported in the official position description of record (See Chapter IV-2, "Preparing and Processing Position Descriptions" of the Personnel Manual for more information on position descriptions). If it is found that a different classification action is warranted, corrective action is taken and the original action is rescinded.

### **B. Administrative Review of an Initial Pricing Action**

An administrative review of an initial pricing action is a re-evaluation of the pay range that has been assigned to a new class that did not formerly exist within the City's Compensation Plan. The administrative review is conducted to determine if the initial pricing of the class is proper based on an evaluation of appropriate factors and pay relationships and to ensure it is consistent with policies and standards established in accordance with applicable statutes and rules. If it is found that the initial pricing of the class should be different, corrective action is taken and the original action is rescinded.

## **II. FILING A REQUEST FOR ADMINISTRATIVE REVIEW**

An administrative review of a classification and/or initial pricing action may be requested by the incumbent of the affected position or the appointing authority. The incumbent or the appointing authority may have a designated representative request the administrative review on their behalf.

To file for an administrative review of a classification and/or initial pricing action, a completed Request For Administrative Review of Classification/Initial Pricing Action (See form DHR-C&P-58 and Instructions) must be received by the Director within ten calendar days following the date the notice of classification and/or initial pricing action was sent.

Since an administrative review is a re-evaluation of an action taken, the discussion must be confined to facts and duties existing and authorized at the time the original study was

made. Subsequent changes in duties and responsibilities cannot be considered in the administrative review. Any such changes in duties and responsibilities should be described in another position description and submitted as a separate classification request.

### **III. ADMINISTRATIVE REVIEW MEETING**

The Director conducts an informal meeting with the affected parties. Participants at the meeting include:

- a. Appointing authority, incumbent, and/or designated representative, as applicable;
- b. Director or Assistant Director of Human Resources, the Personnel Management Specialist who performed the study, and Classification Branch staff, as necessary.

The requesting department, incumbent, and/or designated representative is given an opportunity to present additional facts or information that may have been overlooked in the audit or original evaluation. (*Such facts and information must have existed at the time the original study was made.*)

The Director may require that additional information be submitted in writing to support the action requested based on issues discussed at the meeting. Where appropriate, a re-audit of the affected position or positions may also be made.

### **IV. DISPOSITION AND NOTICE**

When the re-evaluation of the disputed classification and/or initial pricing action is completed (i.e., after review and assessment of additional facts and information), a written notice confirming or changing the original action taken will be sent within ten calendar days to the requestor (i.e., incumbent, appointing authority, or designated representative) with copies to affected parties.

DHR-C&P-58

**REQUEST FOR ADMINISTRATIVE REVIEW  
OF CLASSIFICATION and/or INITIAL PRICING ACTION**

**I. Requestor**

- A. Name(s) \_\_\_\_\_  
(Incumbent, Appointing Authority)
- B. Name of designated representative and organization, if applicable  
\_\_\_\_\_

**II. Position Identification**

- A. Position number \_\_\_\_\_
- B. Current position title & pay range \_\_\_\_\_
- C. Organizational location (Dept., Division, Branch) \_\_\_\_\_

**III. Action Disputed**

Note: If the administrative review request is for an action related to the establishment of a new class, refer to the applicable section of the instructions for completing this form for assistance in determining the kind of action (i.e., classification, initial pricing, or both) being disputed.

C. ☐ Classification

1. Nature of classification action taken by the Department of Human Resources:

\_\_\_\_\_ No Change

\_\_\_\_\_ Reallocation from \_\_\_\_\_  
(Title & Pay Range)

to \_\_\_\_\_  
(Title & Pay Range)

2. Date notice of classification action was sent: \_\_\_\_\_

3. Classification action requested in the administrative review

\_\_\_\_\_  
(Title & pay range of requested class)

4. Indicate duties/tasks and rationale to justify reallocation to the requested class or new class (List only tasks that existed and were authorized at the time the original study was made. Attach additional sheets if more space is needed.)

Duties/tasks and justification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Other reasons or concerns

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B. ☐ Initial Pricing

1. Title of new class, pay range, and bargaining unit

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2. Date notice of initial pricing of the new class was sent:

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3. Initial pricing requested in the administrative review

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(Pay range)

4. Justification for requested pay range (Attach additional sheets if more space is needed.)

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5. Comparative class(es) that you believe is appropriate for the pricing of the new class and your rationale for such comparison(s). (Comparison should be made with classes in the same bargaining unit and salary schedule.)

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IV. **Requestor's Certification**

I hereby certify that the information provided above is an accurate description of the work of the subject position(s). I also certify that none of the authorized tasks cited were assigned to the position(s) after the position description(s) in question was submitted to the Department of Human Resources.

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Requestor's Signature

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Date

**Instructions for Completing DHR-C&P-58**  
**Request for Administrative Review of Classification and/or Initial Pricing Action**

**I. Requestor**

- A. Print or type the name of the person requesting the administrative review. Note that an administrative review can be requested only by the incumbent(s) of the position or the appointing authority of the department in which the position is located. The incumbent(s) and/or appointing authority may have a designated representative request the administrative review on their behalf.
- B. If the incumbent(s) and/or appointing authority is choosing to have a designated representative act on his/her behalf, the name (and organization, if any) of the designated representative must also be printed or typed.

**II. Position Identification**

Provide the requested information for the affected position.

**III. Action Disputed**

Indicate the kind of action being disputed by placing a check mark in the brackets labeled "A" for a classification action and/or the brackets labeled "B" for an initial pricing action. Provide the requested data about the disputed classification and/or initial pricing action(s).

When an administrative review of an action related to the establishment of a new class is being requested, it is important to consider the following criteria in determining whether it is an administrative review of the classification action, initial pricing action, or both actions that you would like to file:

1. If the requestor believes that the nature, scope and level of work assigned to the affected position is not adequately reflected in the new class specification, a request for an administrative review of the classification action may be filed.
2. If the requestor believes that the work assigned to the affected position is adequately reflected in the new class specification but does not agree with the pay range assignment of the new class, a request for administrative review of the initial pricing of the new class may be filed.
3. If the requestor believes that both of the above apply, an administrative review of the classification and initial pricing actions may be filed. However, separate requests must be filed for each of the actions and the classification issues must be resolved before any initial pricing disagreement can be considered.

**A. For an administrative review of a classification action, provide the following:**

**1. Nature of Classification Action Taken**

- Check "no change" if the disputed classification action resulted in the same title and pay range.
- If the requested classification action was a reallocation, fill in the old title and pay range and the new title and pay range.

2. Date of Notice

Indicate the date the letter notifying the department of the classification action taken by the Director of Human Resources was sent.

3. Classification Action Requested in the Administrative Review

An administrative review may request (1) reallocation to a different, existing class, or (2) reallocation to a new class. If you believe the subject position's duties fit a different, existing class, show the title and pay range of the class to which you believe the position should be allocated. If you believe the subject position's duties do not fit any existing class (i.e., a new class is required), fill in the words, "new class" and indicate the recommended new title and pay range you believe is appropriate.

4. Duties Which Justify Requested Reallocation

Review the work assigned to the subject position. Identify, list and describe in detail those tasks which you believe are not adequately reflected in the concept of the present class and rationale to justify why you believe each of these tasks reflect the work of the requested class or new class (identify the section of the position description you are referring to).

5. Other Reasons or Concerns

Use this space to describe any other reasons why you believe the classification action taken was not correct and why you believe the requested action would be correct.

**B. For an administrative review of an initial pricing action, provide the following:**

1. Initial Pricing Action Taken

Identify the title, pay range, and bargaining unit of the new class that you believe has been improperly priced.

2. Date of Notice

Indicate the date the letter notifying the department of the initial pricing action taken by the Director of Human Resources was sent.

3. Initial Pricing Requested in the Administrative Review

Indicate the pay range you believe is appropriate for the subject new class.

4. Justification for Requested Initial Pricing Action

Indicate your rationale for believing the new class should be assigned to the pay range requested.

5. Comparative Class(es) in the same Bargaining Unit and Salary Schedule

If the requested pay range is based on comparisons with existing classes, list the titles and pay ranges of the comparative class(es) and your rationale for such comparison(s). Comparisons should be limited to classes in the same Bargaining Unit and Salary Schedule.

**IV. Requestor's Certification**

An administrative review is a re-evaluation of a classification and/or initial pricing action and is therefore confined to the duties and responsibilities assigned to the position(s) at the time the description(s) was prepared, and which was the bases for the classification and/or initial pricing action(s) taken. Subsequent changes in duties and responsibilities cannot be the basis for a request for an administrative review, but must be reported on a redescription and submitted for another classification action.

Review the certification statements carefully before signing the form.

**V. Where to Submit the Form**

Please submit the form to your Departmental Personnel Officer or Administrative Services Officer who will then review the information provided and submit the form to the Department of Human Resources.